

CHAPTER 1

THE NAVY STOREKEEPER

This training manual has been prepared for members of the Regular Navy and Naval Reserve in the Storekeeper rating who are preparing for advancement to Storekeeper 3rd and 2nd class. The Advancement Handbook for your rating contains detailed information about the Navy Advancement System, a bibliography for advancement study, Personnel Advancement Requirements (PARS), and PARS administration procedures.

This manual has been organized to give you a systematic understanding of your job. Study the subject matter of this manual carefully. It will not only help you toward advancement, but expand your knowledge of supply department operations. This knowledge will enable you to become a more proficient Storekeeper, and the Navy will profit from the skills of a proficient craftsman.

Your contribution to the Navy depends upon your willingness and ability to accept increasing responsibilities as you advance in rate. When you assume the duties of an SK3 or 2, you begin to accept responsibilities for the work of others. As you advance in your career, you accept responsibilities in military matters as well as the occupational requirements of the Storekeeper rating.

Your responsibilities for military leadership are about the same as those of petty officers in other ratings since every petty officer is a military member as well as a technical specialist. Your responsibilities for technical leadership are special to your rating and directly related to your work as an SK. The operation and maintenance of a ship's supply department requires teamwork. It requires a special kind of leadership ability that can be developed only by personnel who have a high degree of technical competence and a deep sense of personal responsibility. Strive to improve your leadership ability and technical knowledge through study, observation, and practical application.

STOREKEEPER RATING

The Storekeeper rating is a GENERAL RATING; there are no service ratings. Storekeepers order, receive, inspect, stow, preserve, package, ship, and issue

materials. They also account for Navy-owned material (equipment, repair parts, consumables, and subsistence items); prepare forms, correspondence, and reports; maintain records and files; and operate office equipment.

To qualify for Storekeeper 3rd class, you must have acquired a broad general knowledge of the supply department functions, as a whole, and a detailed knowledge of those functions that you will be required to perform.

You will be expected to know how the supply department is organized and be able to assume supply office duties which include (to some degree) all of the above responsibilities.

To advance to Storekeeper second class, you must know more about the operation of the supply department, and be able to perform more complicated duties than you did when qualifying for advancement to third class.

By this time you will have to know how to prepare and maintain ship's records required to account for supplies and equipment funds assigned to forces afloat, and obligation reports to type commanders. You will have to know how to determine routine requirements for general stores, equipment, and repair parts. You must also be able to supervise others in receiving, handling, and stowing material. You should know the regulations pertaining to storage and processing shipments of personal effects.

STOREKEEPER JOBS

Organization charts can be misleading, for they show each job as a separate and distinct responsibility. This is seldom the case. It is difficult to separate the areas covered by supply since, with the exception of ship's store and foodservice, they are interrelated, and each area is directly affected by actions in all the other areas. Usually the responsibilities of a Storekeeper encompass parts of more than one area. The following job titles are used throughout the text to describe a specific function within the Storekeeper rating and do not necessarily refer to job titles used on your ship.

- OPTAR Records Storekeeper

- Receiving Storekeeper
- Storeroom Storekeeper
- Stock Records Storekeeper
- Office Storekeeper
- Issueroom Storekeeper
- Requisitioning/Purchase Storekeeper
- Receipt Control Storekeeper
- Technical Librarian

While all of these jobs are normally performed on all ships, the degree of specialization within a supply department is dictated by its size.

You will be able to do a better job if you develop an awareness of how your particular job fits into the overall responsibility of the supply department. In this way, you will not see yourself as performing an insignificant, unimportant drudgery, but rather that each function contributes to the general effectiveness of the department.

Neatness and legibility of records should not be overlooked in the rush to complete a job. Remember, someone else may have to use the records in performing the job, and a number incorrectly read will probably result in an incorrect report.

Morale is a word having a great deal of significant in the Navy. You, as a Storekeeper, can contribute much toward the morale of your ship by giving courteous, tactful service to personnel of all departments.

Afloat billets for SK3 and SK2 may include anyone or more of the areas discussed in this book and maybe located aboard any ship in the Navy. Shore duty billets are usually more specialized, but generally will be similar to afloat jobs.

THE STOREKEEPER'S CAREER DEVELOPMENT

Career development, is a process that provides the technical, administrative, and leadership skills needed for a career in the supply field. To help you plan your career development, the Navy provides a specialist called a Career Counselor, an Advancement Handbook for the Storekeeper rating and nonresident training materials found in Publication NAVEDTRA 12061, *Catalog of Nonresident Training Courses*. Any serious considerations for planning a career in supply requires that you investigate these sources. As a first step in your

investigation, see the person responsible for the administration of the supply department's training programs.

The primary source for enlisted career development has been the Navy's formal school programs. While the importance of this type of training cannot be overemphasized, it should not be viewed as a cure-all approach to your career development. To effectively meet the real world responsibilities of your rating, the development of high quality performance requires that your career development be designed to provide a timely mixture of formal training and practical experience. These topics, and others, you will want to discuss in detail with those involved with assisting you in planning your career objectives. Career development is not purely automatic; it requires your personal attention and participation.

TRAINING MANUALS

Training Manuals (TRAMANS) (such as this one) are prepared for most enlisted ratings. A TRAMAN gives information that is directly related to the occupational standards of ONE rating.

TRAMANS are revised to keep them up to date technically. The revision of a TRAMAN is identified by a letter following the NAVEDTRA number. You can tell whether any particular copy of a TRAMAN is the latest edition by checking the NAVEDTRA number and the letter following this number in the most recent edition of *Catalog of Nonresident Training Courses*, NAVEDTRA 12061. (NAVEDTRA 12061 is actually a catalog that lists all current training manuals and courses; you will find this catalog useful in planning your study program.)

Each time a TRAMAN is revised, it conforms with the official publications and directives on which it is based; but during the life of any edition, discrepancies between the TRAMAN and the official sources are almost certain to arise because of changes to the latter which are issued in the interim. In the performance of your duties, you should always refer to the appropriate official publication or directive. If the official source is listed in NAVEDTRA 12052, the Naval Education and Training Program Management Support Activity (NETPMSA) uses it as a source of questions in preparing the fleetwide examinations for advancement. In case of a discrepancy between any publications listed in NAVEDTRA 12052 for a given rate, the examination writers will use the most recent material.

TRAMANs are designed to help you qualify for advancement. The following suggestions may help you to make the best use of this TRAMAN and other Navy training publications when you are preparing for advancement.

1. Refer to the Advancement Handbook for Storekeeper before you study the TRAMAN, and refer to it frequently as you study. Remember, not only does it contain a bibliography for advancement study, it also contains the PARS and PARS administrative procedures.
2. Set up a regular study plan. It will probably be easier for you to stick to a schedule if you can plan to study at the same time each day. If possible, schedule your studying for a time of day when you will not have too many interruptions or distractions.
3. Before you begin to study any part of the manual intensively, become familiar with the entire book. Read the preface and the table of contents. Check through the index. Thumb through the book without any particular plan, looking at the illustrations and reading bits here and there as you see things that interest you.
4. Look at the TRAMAN in more detail, to see how it is organized. Look at the table of contents again. Then, chapter by chapter, read the introduction, the headings, and the subheadings. This will give you a pretty clear picture of the scope and content of the book. As you look through the book in this way, ask yourself some questions:
 - What do I need to learn about this?
 - What do I already know about this?
 - How is this information related to information given in other chapters?
 - How is this information related to the PARS?
5. When you have a general idea of what is in the TRAMAN and how it is organized, fill in the details by intensive study. In each study Period, try to cover a complete unit such as chapter or a section of a chapter. The amount of material that you can cover at one time will vary. If you know the subject well, or if the material is easy, you can cover a lot at one time. Difficult or unfamiliar material will require more study time.
6. In studying any one unit, chapter, section, or subsection, write down the questions that occur to you. Many people find it helpful to make a written outline of the unit as they study, or at least to write down the most important ideas.
7. As you study, relate the information in the TRAMAN to the knowledge you already have. Read any information you can find about a process, skill, or situation and try to see how it ties in with your own experience.
8. When you have finished studying a unit, take time out to see what you have learned. Look back over your notes and questions. Maybe some of your questions have been answered, but perhaps you still have some that are not answered. Without looking at the TRAMAN, write down the main ideas that you have received from studying this unit. Don't just quote the book. If you can't give these ideas in your own words, the chances are that you have not really mastered the information.
9. Use nonresident career courses whenever you can. The courses are based on TRAMANs or on other appropriate texts. As mentioned before, completion of a TRAMAN can be accomplished by passing a nonresident career course based on the training manual. Taking a course helps you to master the information given in the TRAMAN, and also helps you see how much you have learned.

SOURCES OF INFORMATION

Besides training manuals, the Advancement handbook for SK lists official publications on which you may be examined. You should not only study the sections required, but should also become as familiar as possible with all publications you use. TRAMANs cover the subjects that may appear on the advancement examination. However, the examination may cover the subjects in more depth or breadth so, you also need to study the other publications listed for Storekeepers.

One of the most useful things you can learn about a subject is how to find out more about it. No single publication can give you all the information you need to perform the duties of your rating. You should learn where to look for up-to-Date authoritative information on the

subjects related to the naval requirements for advancement and the occupational standards of your rating.

Chapter 2 of this TRAMAN discuss most of the publications you will use. The detailed information you

need for advancement and for everyday work is contained in them. Some are subject to change or revision from time to time, some at regular intervals, others as the need arises. When using any publication, be sure that you have the latest edition.